



To: All HOME & CDBG Recipients, PHA's & CHDO's
From: IHFA Community Development Department
Date: April 3, 2001
Re: **Application Submission – Signatures on Resolutions**

Number: FSP-01-06

There has been some inconsistency about who signs the resolution that IHFA requires be submitted with each application. Moving forward IHFA will require that the following guidelines be followed when preparing a board resolution to be included with an application for submission.

Not-for-Profit or Public Housing Authority Applicants

The resolution is intended to be evidence that the organization's board of directors is aware of and has authorized the submission of the application for funding and the commitment of the required matching funds. The first signature should be the chief elected officer (e.g., president or chairperson of the board of directors) and the other signatures should be other elected members of the board of directors. A staff person of the organization should not sign it, even if he/she is an ex officio member of the board. A paid staff person can attest to the signatures of the board members but should not sign as a board member themselves.

Local Units of Government Applicants

Here again, the elected board of the local unit of government should authorize the application submission and commit to the appropriate amount of matching funds. Therefore, the president or chairperson of either the board of commissioners or city or town council, depending on the applicant, should sign a resolution from a local unit of government. City or county paid staff people should not sign the resolution, but they can attest to the other signatures.

Township Applicants

Similar to local units of government, the elected township board should authorize the application submission and commit to the appropriate amount of matching funds. Therefore, the president of the township board should sign a resolution from a township and the other signatures should be of other elected members of the township board. A paid staff person of the township should not sign the resolution, but they can attest to the signatures of the board members.

If you are not sure who should sign your resolution, please call your Development Specialist at (800) 872-0371.

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